

Master Plan

It is recommended that a Master Plan be submitted prior to phasing out a project. This ensures proper development and allows for staff to anticipate any unforeseen circumstances that may occur when platting a large development project.

Development Review

Development Review is a meeting where staff comes together to discuss ongoing projects. A representative from Planning and Zoning, Engineering, Building Inspections, Fire and Environmental Health are present to assist you. If you would like to meet with the Development Services staff to discuss any project, you can set up an appointment for a pre-development meeting.

To set up a pre-development meeting, please contact the Planning and Zoning

Department:
903-237-1072

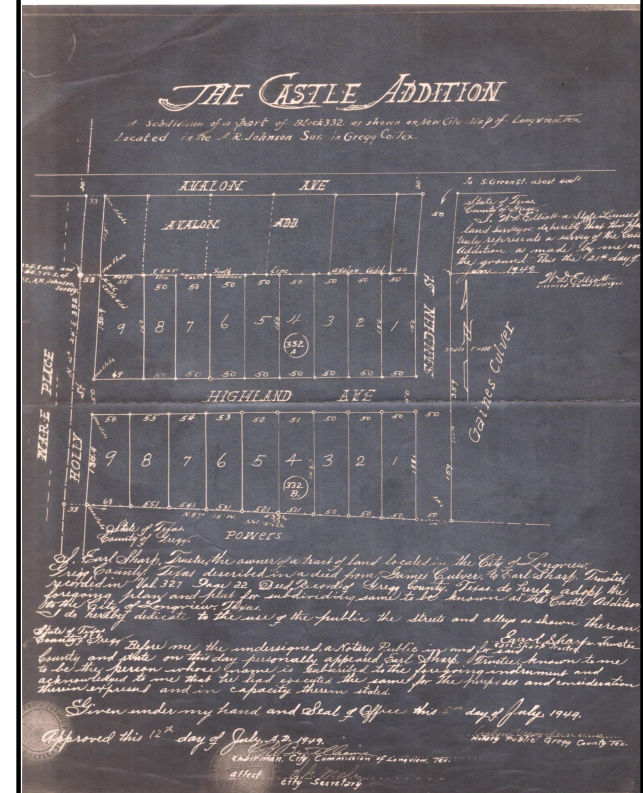


Questions about the Subdivision Ordinance

Planning and Zoning
903-237-1072
410 S. High Street

City Of Longview
P.O. Box 1952
Longview, Texas 75606
www.LongviewTexas.gov

SUBDIVISION REQUIREMENTS



What is a Plat?

A plat is a scaled drawing prepared by a land surveyor showing the location and boundaries of individual tracts to be developed. The plat must comply with local platting and subdivision regulations that are adopted in accordance with State law. The plat must also comply with the general rules and procedures and practices of the Texas Board of Professional Land Surveyors. After review by various departments and local utility companies and after all necessary changes are made to the plat by the land surveyor, the plat is considered for final approval by the Planning and Zoning Commission. The plat is then officially recorded in the deed records of the county in which the platted property is located.

Why is platting necessary?

The purpose of platting is to meet local and State law requirements designed to promote orderly and systematic growth in and around the City. The platting process ensures that a project is on a legally subdivided lot with proper space for development and with the required utility easements, roadways, and public facilities.

When and where is a plat required?

A plat is required when land is divided for the purpose of sale or transfer of ownership inside the city limits and in the extraterritorial jurisdiction (ETJ). The ETJ is an area extending 3.5 miles beyond the current City limits. Platting is required unless an exception is authorized by the City's platting and subdivision ordinance or by State laws that govern platting.

Exemptions from platting

The Texas Local Government Code allows exemptions from Platting. The resulting parcels must meet all of the criteria listed below:

All resulting parcels must be greater than 5.00 acres.

All resulting parcels must have access.

No public improvements will be dedicated.

Platting in the ETJ

The City of Longview and the counties in which Longview's ETJ is located (Gregg, Harrison, and Upshur Counties) have inter-local agreements that the City of Longview will oversee platting in Longview's ETJ. The City has the exclusive authority to approve or deny plats and required plans for water, sewer, streets, alleys, and storm water drainage facilities in the ETJ, in accordance with City regulations. Streets, alleys or storm water drainage facilities in the ETJ must meet City design and construction standards.

How to plat property?

Before submitting a proposed plat, the subdivider shall provide to the City Planner copies of a pre-submission proposal showing the general features of the proposed development. The number of copies of said proposal that must be submitted shall be determined by the City Planner, not to exceed eight (8) physical copies and one (1) electronic copy, each copy in the form required by the City Planner. This pre-submission proposal shall be drawn on a scale of two hundred (200) feet to the inch or larger (one hundred feet to the inch preferred) and shall show the required information listed in Section 92-16 of the Subdivision Ordinance.

The purpose of the pre-submission proposal required under this chapter is (1) to provide the City with certain information needed for proper enforcement of the provisions of this chapter, including information that will not be shown on the plat and (2) to facilitate cooperation between City staff and the subdivider so that the plat ultimately submitted to the City by the subdivider is legally acceptable and in proper form.

Each and every plat submitted to the City shall be a plat of the subdivision or section to be immediately developed. The number of copies of the plat that must be submitted shall be as determined by the City Planner, not to exceed eight (8) physical copies and one (1) electronic copy, each copy in the form required by the City Planner. At least one copy of the plat shall be drawn to a scale of one (1) inch equals one hundred (100) feet (1"-100') or larger with all figures and letters legible and the whole proper for filing for record in the office of the County Clerk. Other copies required by the City Planner shall be drawn to the scale required by the City Planner. The plat shall not show construction features such as curb lines or public utility lines or other structures not involved in the title covenant unless required as part of a planned development or specifically authorized by the City Planner. The plat shall contain the required information listed in Section 92-20 of the Subdivision Ordinance

Once a plat is submitted to the Planning Department, copies of it are forwarded to other City departments and local utility companies for review to assure that all necessary easements, right-of-way, and improvements are provided. The Planning Department mails public notices to specified surrounding property owners when the property being replatted is residential and not in residential improvement area. The plat is then submitted to the Planning and Zoning Commission for consideration and, when approved, the plat is filed of record at the County in which the property is located.